



**QD-IS-001**  
**REVISION D**

**Effective Date: October 1, 2004**

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# **ORGANIZATIONAL INSTRUCTION**

## **CONDUCTING FIRE DRILLS**

**OPR(s)**

**QD50**

**OPR DESIGNEE**

**Dennis Davis**

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12/16/97	
Revision	A	6/9/99	Changes made to reflect new organization code changes and/or Changes made to reflect new directives renumbering scheme and to incorporate the corrective action for closure of NCR 266
Revision	B	11/29/99	Changed Industrial Safety Office to Industrial Safety Team. Changed CR20 to QS10. Reformatted document. Modified training paragraph to delete reference to S&MA-CR20-IS-Y-017.
Revision	C	9/04/02	Format and numbering change to implement requirements of QS-A-001 rev F.
Revision	D	10/1/04	Revised to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387). Changes were also made to reflect S&MA organizational name changes (i.e., QS to QD).

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## CONDUCTING FIRE DRILLS

### 1. SCOPE

This document provides instruction for conducting fire drills at MSFC. It is applicable to Industrial Safety personnel.

### 2. DOCUMENTS

#### 2A. APPLICABLE DOCUMENTS

MPR 8715.1      MSFC SAFETY, HEALTH, AND ENVIRONMENTAL (SHE) PROGRAM

#### 2B. REFERENCE DOCUMENTS

NSS 1740.11      NASA SAFETY STANDARD FOR FIRE PROTECTION

### 3. DEFINITIONS

3.1 Drill Conductor. The Industrial Safety (IS) representative in charge of conducting the fire drill.

3.2 Drill Team. The personnel performing the drill normally consisting of the Drill Conductor, the building's IS safety specialist, the fire alarm maintenance crew, and the Fire Department.

3.3 Building Manager. The facility user organization's representative assigned to coordinate facility activities.

3.4 SHEtrak. The IS computer based system for tracking identified safety hazards/discrepancies to closure.

### 4. INSTRUCTIONS

4.1 The IS Safety Specialist Team Lead shall assign an IS representative(s) to be the Drill Conductor(s).

4.2 The Drill Conductor shall schedule drills per the requirements of MPR 8715.1. The following are scheduled to assist or participate in the drill:

- a. Fire Department Personnel
- b. Fire Alarm Maintenance Crew
- c. Building's IS Safety Specialist
- d. Building Manager

4.3 The Drill Conductor shall contact the Equal Opportunity Office (EOO) to identify location

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of physically impaired personnel at MSFC.

4.4 Just prior to conducting the drill, the Drill Conductor shall:

- a. Assure that Laboratory/Center level directors/managers within the building (where applicable) are or have been notified to assure that no critical or sensitive activities will be interrupted.
- b. Assure any physically impaired personnel within the building are or have been notified to assure that they are not injured during the drill. Their participation is encouraged, but not mandatory.
- c. Assure that the Security and Fire Department alarm centers are notified when the drill is about to commence.
- d. Assure that drill team personnel are adequately disbursed to monitor alarm system and occupant performance.

NOTE: Drill Team personnel can wear some distinctive identification - arm band, cap, uniform, etc.

4.5 A member of the Drill Team shall initiate the drill by activating the building's fire evacuation alarm system. The alarm will be allowed to sound until evacuation is completed.

Exception: Buildings not equipped with a fire evacuation alarm system shall be evacuated by voice notification.

4.6 During the drill, the Drill Team members shall monitor alarm system operation and occupant evacuation and report discrepancies to the Drill Conductor.

4.7 When the drill is completed, the Drill Conductor shall assure all evacuated personnel are verbally notified that the exercise is complete and they may re-enter the building.

4.8 The Drill Conductor shall document the drill, including date and time, total time of evacuation, time of response of the fire department (when applicable), names of IS Drill Team participants, any discrepancies reported by Drill Team members or occupants, and any findings in SHetrak.

4.9 If general personnel evacuation was unacceptable, the Lead Engineer shall re-initiate the drill process.

4.10 Upon completion of all annual fire drills, the IS Engineering Team Lead shall compile a summary report for the S&MA Director's signature and transmittal to the MSFC Center Director.

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## 5. NOTES

5.1 Directive Replacement. This Directive replaces QS50-IS-001, Revision C, Conducting Fire Drills.

## 6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

## 7. APPENDICES, DATA, REPORTS, AND FORMS

None.

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## 8. RECORDS.

Record	Repository	Period of Time
Fire Drill Documentation (Electronic) OPR: QD10	QD10: Maintained on the MSFC-DATA 2 Server	Schedule 1/72 [1410] E Maintained for at least 3 years; Destroy When Superseded, Obsolete, Or No longer Needed.
Fire Drill Summary Report (Electronic) OPR: QD10	QD10: Maintained on the MSFC-DATA 2 Server	Schedule 1/72 [1410] E Maintained for at least 3 years; Destroy When Superseded, Obsolete, Or No longer Needed.

## 9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION. IST personnel are to participate in at least 3 drills before being assigned as a drill conductor.

## 11. FLOW DIAGRAM

None.